

## 2010 Flu Immunizations for Vermont State Employees & Retirees

The Vermont State Employees' Wellness Program is pleased to provide seasonal flu shots to:  
Vermont State active, retired and temporary employees for the sixth consecutive year.  
There will be **NO** out-of-pocket expenses/co-pay.



- WHO:** All Active, Retired and Temporary VT State Employees with or without insurance  
Contractors, spouses and dependents are not eligible
- WHEN:** Registration begins on **September 7, 2010**. Clinics will run October 1-November 10.  
Register ahead! Walk-ins not guaranteed and will only be accommodated after pre-registrants
- WHERE:** See schedule for locations, dates and times.
- HOW:** Two Options! Register On-Line or by Telephone (if no computer access).

### IMPORTANT to NOTE WHEN REGISTERING:

- Active & temporary employees must provide your employee numbers.
- If you have CIGNA through the State or Medicare/Medicaid as your primary insurance, you must provide your insurance number when registering.
  - Your CIGNA Insurance Number begins with "U" and is 8 numbers.
  - Medicare recipients: *Healthy Achievers* (our vendor) is a designated health provider and is approved to bill Medicare for covered services, such as flu. All patient information is protected under strict HIPAA privacy regulations and their website is SSL secured.
- Employees can attend on paid "state work time." There will be no mileage reimbursement.

### On-line Registration: To get started:

- Go to <https://vt.healthyachievers.com>
- Click the red button "Register for Event." DO NOT sign in as a returning user, even if you registered last year.
- Choose a flu shot clinic date, location and time and click the blue "SELECT" to the right

### To complete your registration, follow four easy steps:

#### Step 1: Personal information

- Fill in the registration form. All fields are required. If an item does not apply, enter "NA" or "0".
- Create a password you will remember.
- When you finish, click on "Next."

#### Step 2: Services

- Click the blue "Select" button next to the time of your choice.
- Verify your appointment time. Then click "Next."

#### Step 3: Confirmation

- Review your information. If accurate, click on "Finish." A confirmation email will be sent to your email address.

#### Step 4: Required Forms

- Download and complete the Release Form (top 2 sections, sign & date) and bring it with you to your appointment.
- Optional forms available to assist you: Directions to each site, and Frequently Asked Questions (FAQ's).

### Telephone Registration:

- Call **1-866-868-1341 Monday-Friday 8AM-8PM**. Ask to register for a "State of VT Flu Shot."
- After hours, please leave a message and your call will be returned during regular office times.
- On your appointment day, plan to arrive a few minutes early to fill out your release form/ review vaccine information.

### Appointment Day:

1. Bring your CIGNA or Medicare Card and verification of state employment/retirement
2. Bring your release form filled out. (Top 2 sections, sign and date)
3. Wear appropriate clothing (short sleeve shirt) for the flu shot

**Questions?** Call the Wellness Program at 802-241-1536 or email us at [DHR-EmpWellness@state.vt.us](mailto:DHR-EmpWellness@state.vt.us)